State of Wisconsin

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Alberta Darling

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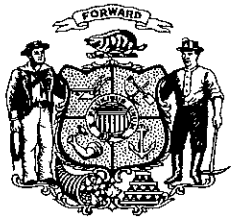

ASSEMBLY CHAIR
John Nygren

309 East, State Capitol
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Joint Committee on Finance

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Alberta Darling
Representative John Nygren

Date: September 27, 2018

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received September 27, 2018), pursuant to s. 16.515/16.505(2), Stats., on behalf of the Milwaukee County District Attorney's office.

Please review the material and notify **Senator Darling** or **Representative Nygren** no later than **Tuesday, October 16, 2018,** if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

AD:JN:jm

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
Scott Walker, Governor
Ellen Nowak, Secretary

Date: September 27, 2018

SEP 27 2018
Jt. Finance

To: The Honorable Alberta Darling, Co-Chair
Joint Committee on Finance

The Honorable John Nygren, Co-Chair
Joint Committee on Finance

From: Ellen E. Nowak, Secretary
Department of Administration

Subject: s. 16.515/16.505(2) Request(s)

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

		2017-18		2018-19	
AGENCY	DESCRIPTION	AMOUNT	FTE	AMOUNT	FTE
DAs 20.475(1)(h)	Gifts and grants				1.0*

* Project position ending 09/01/19.

As provided in s. 16.515, the request(s) will be approved on October 18, 2018, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Kirsten Grinde at 266-1353, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

***CORRESPONDENCE/** Memorandum* State of Wisconsin
Department of Administration

Date: September 25, 2018

To: Waylon Hurlburt

From: Maggie Hamer

Subject: Section 16.505(2) Request

Attached is a s. 16.505(2) request analysis for your approval and processing. Listed below is a summary of each item:

DOA RECOMMENDATION:

AGENCY	DESCRIPTION	2017-18 AMOUNT	2017-18 FTE	2018-19 AMOUNT	2018-19 FTE
DAs 20.475(1)(h)	Gifts and grants				1.0**

** Project position ending 09/01/19.

AGENCY REQUEST:

AGENCY	DESCRIPTION	2017-18 AMOUNT	2017-18 FTE	2018-19 AMOUNT	2018-19 FTE
DAs 20.475(1)(h)	Gifts and grants				1.0**

** Project position ending 09/01/19.

WRH APPROVAL WRH (FORWARD TO GAIL TAPPEN)

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
Scott Walker, Governor
Ellen Nowak, Secretary
Waylon Hurlburt, Administrator

Date: September 25, 2018

To: Ellen Nowak, Secretary
Department of Administration

From: Maggie Hamer
Executive Policy and Budget Analyst

Subject: Request Under s. 16.505(2) from the Milwaukee County District Attorney to Create a 1.0 FTE Program Revenue Assistant District Attorney Project Position.

Request:

The Department of Administration, on behalf of the Milwaukee County District Attorney's Office, requests the creation of a 1.0 FTE program revenue assistant district attorney project position for a term extending from September 1, 2018, through September 1, 2019.

Revenue Sources for Appropriation(s):

The revenue source for the position in the gifts and grants appropriation under s. 20.475(1)(h) is a grant from the city of Milwaukee via a federal Community Development Block Grant to Milwaukee County. The city in turn provides the grant money to the Milwaukee County District Attorney's Office. As the grant is funded from a program revenue, continuing, all moneys received appropriation, there is no accompanying request for an increase in expenditure authority. The Milwaukee County District Attorney's Office would reimburse the salary and fringe benefit costs for the assistant district attorney prosecutor position from the grant award.

Background:

The Safe & Sound organization participates in partnerships with the Milwaukee County District Attorney's Office. The organization was formed in 1998 as a pilot initiative to reduce crime, especially violent crime, in high-crime, generally low-income neighborhoods, using strong public-private partnerships. In March of 2016, the Common Council of the city of Milwaukee made a grant award of $61,809, through the federal Community Development Block Grant program, to the Safe & Sound community organization to provide funding for a community prosecutor for the 4th police district in Milwaukee. The Joint Committee on Finance authorized the position through March 31, 2017. A second round of funding was awarded to the program and on March 29, 2017, the Joint Committee on Finance extended the position authority for the prosecutor until February 7, 2018. On February 3, 2018, funding for the program ran out and the position was vacated.

On June 20, 2018, the Common Council of the city of Milwaukee made a third grant award of $70,000, from the Community Development Block Grant program, to the Milwaukee County

District Attorney's Office, to fund a new community prosecutor position for the Milwaukee 4th police district. The Safe & Sound organization is no longer involved, but the goals of the position remain the same. The funding provided is sufficient to cover 40 weeks of salary and fringe benefit costs for the assistant district attorney that would be reassigned to the position. His current annual compensation, including both salary and fringe benefits, is $89,150. Forty weeks of salary and fringe benefits would cost approximately $68,500.

The core duties of the assistant district attorney community prosecutor would be the same as they were in the previous iteration of the position. The responsibilities would include: facilitating communication and information sharing between various partners, analyzing law enforcement and community-based information sources regarding high value target individuals and locations and proactively addressing situations, serving as the district's criminal law counsel for providing advice and training on legal issues, and assisting in developing a long-term plan for resolving chronic public safety issues in specific geographical areas.

Analysis:

There are currently five community prosecution units throughout Milwaukee County. These units deal with urban blight and quality of life issues. Partners in the program include police, city attorneys, assistant district attorneys, city health and public works departments, community-based organizations and citizens. The community prosecutors work with their units, within their specific geographic areas, to promote information sharing among public safety officials and local units of government, and to identify high-value target individuals. In addition, the community prosecutor is utilized to strengthen relationships between law enforcement and the community, making the community an active partner in reducing crime.

The previous community prosecutor had demonstratable success in the position. During his tenure he: (1) reviewed and assisted in preparing 58 search warrants; (2) advised district officers of recent legal opinions, educated officers on criminal law and procedure, and participated in the training of recruits at the police academy; (3) collaborated with the community prosecution unit coordinator to review properties where serious incidents occurred to conduct a "rapid response" in an attempt to intervene and address criminal and nuisance activity; (4) participated in bimonthly neighborhood safety team meetings comprised of community stakeholders who met to discuss how to resolve the nuisance and criminal activity in the district; and (5) carried an average caseload of 20 cases focusing on high-value targets, including both places that saw frequent problems and prolific people that tended to cause a high volume of calls reporting resident driven complaints.

The Milwaukee County District Attorney's Office has already identified the prosecutor that would be transferred into this position, he is the same individual that previously held the office. Because he has been identified, the district attorney's office already knows the exact compensation that he would receive. His annual total compensation, including both salary and fringe benefits, is $89,150. With a grant budget of $70,000, the position could be supported for 40 weeks.

The assistant district attorney position would further the state's policy to reduce violent crimes and property crimes by utilizing a community prosecutor to encourage collaboration

among the district attorney's office, law enforcement, community agencies and citizens to provide greater safety for residents and businesses.

At the end of the grant, if funding is not renewed or another funding source is not procured, the position would be vacated. Furthermore, the funding levels for the position would be monitored throughout its tenure to ensure a shortfall does not occur, and if one does, the position would be vacated. If additional funding is secured, the Milwaukee County District Attorney's Office could submit a request to extend the position.

Recommendation:

Approve the request.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Scott Walker, Governor
Ellen Nowak, Secretary
James M. Langdon, Administrator

DATE: September 7, 2018

TO: Waylon Hurlburt, Administrator
Division of Executive Budget and Finance

FROM: Kasey Deiss, Director
State Prosecutors Office

SUBJECT: REQUEST UNDER S. 16.505 FOR DEPARTMENT 475: MILWAUKEE COUNTY DISTRICT ATTORNEY'S OFFICE

On behalf of the Milwaukee County District Attorney's Office, I am submitting the attached request for authorization to create a new 1.0 FTE program revenue project position in Department 475, District Attorneys.

Thank you for your attention to this matter.

Attachment

September 7, 2018
Community Prosecutor – Milwaukee's 4th Police District – (CDBG)
s.16.505 Request

DEPARTMENT OF ADMINISTRATION REQUEST UNDER S. 16.505 FOR POSITION AUTHORIZATION

I. REQUEST

The Department of Administration (DOA) requests, under s.16.505, the authorization to create a 1.0 FTE program revenue (PR) assistant district attorney (ADA) project position from September 1, 2018 through September 1, 2019. The position is in the Milwaukee County District Attorney's (DA's) Office. If approved, the position will be funded via appropriation s. 20.475(1)(h).

II. BACKGROUND

In March of 2016, the common council of the city of Milwaukee made a grant award of $61,809, through the federal Community Development Block Grants (CDBG) program, to the Safe & Sound community organization to provide funding for a community prosecutor for the 4th police district in Milwaukee.

The Joint Finance Committee authorized the new program 00007 community prosecutor position for the Milwaukee 4th police district until March 31, 2017. However, the 2017 city of Milwaukee CDBG budget provided a second round of funding of $61,809 for the project. Therefore, on March 29, 2017, the Joint Finance Committee extended the position authority for the Milwaukee 4th police district community prosecutor until February 7, 2018. Funding for the project ended on February 3, 2018, and the position was vacated as of that date.

On June 20, 2018, the common council of the city of Milwaukee made a third grant award of $70,000, from the CDBG program, to Milwaukee County through the district attorney's office, to fund a community prosecutor for the Milwaukee 4th police district.

The funding of$70,000 may be used through December 31, 2019. It is anticipated that the funding will be sufficient to cover forty weeks of employment for the Assistant District Attorney Milwaukee DA intends to assign to the position.

Community prosecution is based on four primary principles: recognizing the community's role in public safety, engaging in problem solving, establishing and maintaining partnerships, and evaluating outcomes of activities. Key responsibilities of the community prosecutor will be:

- Facilitate communication and information sharing between the various partners and the DA's office.
- Analyze law enforcement and community-based information sources regarding High Value Target individuals and/or locations and pro-actively engage abatement activities.
- Serve as the District's criminal law counsel (search warrants, legal updates and trainings for

law enforcement)

- Engage in collective efficacy building activities in specific geographic areas and/or around a specific, chronic public safety problem.

Specific successes attributable to the last time 4th district had a community prosecutor position are as follows:

- Reviewed and assisted in preparing 58 search warrants, advised district officers of recent and relevant legal opinions as well as educating officers on criminal law and procedure. Additionally, participated in the training of recruits at the Police Academy relating to criminal case presentation and courtroom testimony.
- Collaborated with the community prosecution unit coordinator (CPUC) to review properties where serious incidents occurred to conduct a "rapid response" in an attempt to intervene and address criminal and/or nuisance activity. Letters were immediately sent to landlords inviting them to come to the district station and meet with the CPU to address the incident, which resulted in successful collaboration with those landlords in addressing any underlying issues that may have led to the serious incident.
- Participated in the bi-monthly Neighborhood Safety team meeting comprised of community stakeholders who meet to discuss and strategize how to resolve the nuisance/criminal activity in as District #4.
- Participated in bi-monthly Neighborhood Safety Team "business walks," the purpose of which is to proactively reach out to areas within District 4 that are heavily commercial/industrial and discuss any criminal/nuisance concerns they may have, as well as safety measures that currently are, or could be, implemented.
- Carried an average load of approximately 20 cases focusing on high value targets, including problem places and prolific people related to those causing a high volume of calls for service and resident driven complaints.

III. ANALYSIS

This position is in furtherance of the State's policy to reduce violent crimes and property crimes by utilizing a community prosecutor to encourage collaboration among the DA's office, law enforcement, community agencies, and citizens to provide greater safety for residents and businesses. Victim safety and offender accountability are important aspects of the grant.

IV. FISCAL ANALYSIS

The $70,000 in funding has been authorized by the City of Milwaukee through December 31, 2019. Available funding will be closely monitored, and the position will be vacated if a funding shortfall occurs.

V. REVENUE SOURCE FOR APPROPRIATION

The source of the grant funds is the City of Milwaukee through the federal CDBG program. Milwaukee County will reimburse the salary and fringe benefit costs, as well as the prosecutor's state standard laptop computer and software, for the State-paid ADA position in the Department of District Attorneys.

VI. SPECIAL INFORMATION

The co-chairs of the Joint Committee on Finance, in a letter to Department of Administration Secretary dated June 12, 1996, set forth four additional items of information that should be included in a s.16.505 request for additional positions in the District Attorney program.

1) *An explanation of the effect of the positions on weighted caseload for the requesting counties (the LAB methodology is suggested).*

Table 1 indicates the LAB methodology's results using the modifications recommended by the Wisconsin District Attorneys Association and highlights the impact on the Milwaukee DA Office. The table uses the most current court data available and the positions authorized as of August 9, 2018. It is important to note that the position need shown in the LAB methodology is a general need responding to all duties of a DA office and is not specific to a particular type of criminal activity or caseload.

2) *An assessment of similar caseload problems in counties not addressed by the request.*

Data with which to make this assessment are not available.

3) *An explanation of why the request has greater priority than similar needs existing in other counties.*

The City of Milwaukee awarded this grant to the Milwaukee County DA's office.

4) *If the request is intended to address a specific type of caseload, an explanation of why this type of caseload has a greater priority than other types.*

This grant, funded by the City of Milwaukee through the federal CDBG program, is intended for the Milwaukee County DA's Office to develop and strengthen effective strategies to reduce crime in Milwaukee's 4th Police District.

September 7, 2018
Community Prosecutor – Milwaukee's 4th Police District – (CDBG)
s.16.505 Request

FINAL 2015-2017 DISTRICT ATTORNEY OFFICE WORKLOAD ANALYSIS

DA Office	8/9/18 GPR-Funded FTE Positions*	8/9/18 Program Revenue-Funded FTE Positions*	8/9/18 Total FTE Positions*	Additional FTE Needed	Estimated Total FTE Needed	Additional FTE Needed as a % of 8/9/18 GPR-Funded FTE	Additional FTE Needed as a % of 8/9/18 Total FTE	GPR-Funded FTE as a % of Estimated Total FTE Needed	Total FTE as a % of Estimated Total FTE Needed
Adams	1.20		1.20	2.27	3.47	189%	189%	35%	35%
Ashland	2.00		2.00	1.29	3.29	65%	65%	61%	61%
Barron	3.00		3.00	2.90	5.90	97%	97%	51%	51%
Bayfield	1.00		1.00	0.89	1.89	89%	89%	53%	53%
Brown	12.00	1.00	13.00	12.76	25.76	106%	98%	47%	50%
Buffalo	1.00		1.00	0.85	1.85	85%	85%	54%	54%
Burnett	1.25		1.25	2.19	3.44	175%	175%	36%	36%
Calumet	2.00		2.00	1.28	3.28	64%	64%	61%	61%
Chippewa	5.00		5.00	2.41	7.41	48%	48%	67%	67%
Clark	2.00		2.00	0.21	2.21	11%	11%	90%	90%
Columbia	4.75		4.75	3.77	8.52	79%	79%	56%	56%
Crawford	1.00		1.00	0.02	1.02	2%	2%	98%	98%
Dane	26.85	2.00	28.85	4.93	33.78	18%	17%	79%	85%
Dodge	4.00		4.00	2.16	6.16	54%	54%	65%	65%
Door	2.00		2.00	0.16	2.16	8%	8%	93%	93%
Douglas	3.50		3.50	3.73	7.23	107%	107%	48%	48%
Dunn	3.00		3.00	3.14	6.14	105%	105%	49%	49%
Eau Claire	8.00	1.00	9.00	7.18	16.18	90%	80%	49%	56%
Florence	0.50		0.50	-0.11	0.39	-22%	-22%	128%	128%
Fond du Lac	5.00	2.00	7.00	4.56	11.56	91%	65%	43%	61%
Forest	1.00		1.00	1.07	2.07	107%	107%	48%	48%
Grant	2.00		2.00	1.29	3.29	65%	65%	61%	61%
Green	2.00		2.00	0.83	2.83	42%	42%	71%	71%
Green Lake	1.50		1.50	1.08	2.58	72%	72%	58%	58%
Iowa	1.75		1.75	1.59	3.34	91%	91%	52%	52%
Iron	1.00		1.00	-0.26	0.74	-26%	-26%	135%	135%
Jackson	2.00		2.00	1.58	3.58	79%	79%	56%	56%
Jefferson	5.30		5.30	2.41	7.71	45%	45%	69%	69%
Juneau	2.50		2.50	0.82	3.32	33%	33%	75%	75%
Kenosha	15.00	1.00	16.00	6.75	22.75	45%	42%	66%	70%
Kewaunee	1.50		1.50	-0.25	1.25	-17%	-17%	120%	120%
La Crosse	8.00		8.00	5.78	13.78	72%	72%	58%	58%
Lafayette	1.00		1.00	0.37	1.37	37%	37%	73%	73%
Langlade	1.50		1.50	2.16	3.66	144%	144%	41%	41%
Lincoln	2.00		2.00	1.61	3.61	81%	81%	55%	55%
Manitowoc	5.00		5.00	4.71	9.71	94%	94%	51%	51%
Marathon	8.50	2.50	11.00	6.73	17.73	79%	61%	48%	62%
Marinette	3.00		3.00	0.00	3.00	0%	0%	100%	100%
Marquette	1.00		1.00	0.46	1.46	46%	46%	68%	68%
Milwaukee	**87.00**	**27.50**	**114.50**	**-15.24**	**99.26**	**-18%**	**-13%**	**88%**	**115%**
Monroe	3.00		3.00	4.25	7.25	142%	142%	41%	41%
Oconto	2.00		2.00	0.59	2.59	30%	30%	77%	77%
Oneida	2.50		2.50	1.93	4.43	77%	77%	56%	56%

Outagamie	9.00		9.00	8.10	17.10	90%	90%	53%	53%
Ozaukee	3.00		3.00	2.90	5.90	97%	97%	51%	51%
Pepin	0.80		0.80	-0.17	0.63	-21%	-21%	127%	127%
Pierce	2.50		2.50	1.80	4.30	72%	72%	58%	58%
Polk	3.00		3.00	2.07	5.07	69%	69%	59%	59%
Portage	4.00		4.00	2.80	6.80	70%	70%	59%	59%
Price	1.00		1.00	0.13	1.13	13%	13%	88%	88%
Racine	18.00		18.00	13.49	31.49	75%	75%	57%	57%
Richland	1.80		1.80	0.05	1.85	3%	3%	97%	97%
Rock	14.00		14.00	2.30	16.30	16%	16%	86%	86%
Rusk	1.50		1.50	0.82	2.32	55%	55%	65%	65%
Saint Croix	6.00		6.00	2.59	8.59	43%	43%	70%	70%
Sauk	5.00	1.00	6.00	0.96	6.96	19%	16%	72%	86%
Sawyer	2.00		2.00	2.34	4.34	117%	117%	46%	46%
Shaw/Men	3.00		3.00	1.83	4.83	61%	61%	62%	62%
Sheboygan	7.50		7.50	4.51	12.01	60%	60%	62%	62%
Taylor	1.00		1.00	0.55	1.55	55%	55%	65%	65%
Trempealeau	2.00		2.00	0.31	2.31	16%	16%	87%	87%
Vernon	2.00		2.00	0.09	2.09	5%	5%	96%	96%
Vilas	2.00		2.00	0.85	2.85	43%	43%	70%	70%
Walworth	5.00		5.00	2.84	7.84	57%	57%	64%	64%
Washburn	1.25		1.25	1.07	2.32	86%	86%	54%	54%
Washington	5.00		5.00	3.81	8.81	76%	76%	57%	57%
Waukesha	14.50	2.00	16.50	8.76	25.26	60%	53%	57%	65%
Waupaca	3.50		3.50	1.98	5.48	57%	57%	64%	64%
Waushara	2.00		2.00	1.28	3.28	64%	64%	61%	61%
Winnebago	10.00		10.00	5.71	15.71	57%	57%	64%	64%
Wood	4.00		4.00	5.41	9.41	135%	135%	43%	43%
TOTALS	383.45	40.00	423.45	166.03	589.48				

*Modifications:

1) The 0.5 GPR FTE in Washburn (0.25 FTE) that also serves Burnett (0.25 FTE) is divided by the FTE shown in parentheses.

2) In Milwaukee, the total FTE used is 114.5 rather than higher due to the following factors:

a) the 1.0 FTE DNA position serves the entire state; so, showing it as a Milwaukee position distorts the data.

b) Various PR Positions have no federal funding and are vacant, thus not included in the analysis

3) In Brown the total FTE used is 13.00 rather than 14.00 due to the following factor:

a) the 1.0 ADA FTE sex predator position in Brown is excluded because it also serves approximately 20 other DA offices.

6) The weighted time estimate for CHIPS cases was changed from 2.61 hours to 6.0 hours effective in the 2004-06 study, based on a 7/04 WDAA Executive Board recommendation.

7) CHIPS extensions include permanency plan review petitions filed under s. 48.365 beginning with data for 2006.

8) Immunization cases filed by DA Offices under s. 48.13(13) are included with CHIPS cases beginning with data for 2006.

9) WDAA Executive Board authorized the following changes to the weighted time estimates beginning with the 2007-09 caseload study:

a) Increase the "reviewing case referrals that are not prosecuted" from 35 to 100 hours per year, thereby reducing hours available per prosecutor to handle individual cases to 1162 per year.

b) Weighted time estimate for Class A and First Degree Reckless homicides changed from 100 hours each to 160 hours each.

c) Weighted time estimate for "All other Homicides" changed from 50 to 80 hours each.

d) The weighted time estimate for misdemeanors changed from 2.17 hours each to 2.91 hours each.

e) The weighted time estimate for criminal traffic changed from 1.68 hours each to 2.91 hours each.

f) Weighted time estimate for juvenile delinquency changed from 3.32 hours each to 3.44 hours each.

OFFICE OF THE DISTRICT ATTORNEY

Milwaukee County

JOHN T. CHISHOLM • District Attorney

Chief Deputy Kent L. Lovern, Deputies James J. Martin, Lovell Johnson, Jr., Jeffrey J. Altenburg, Karen A. Loebel, Elisabeth Mueller, Matthew J. Torbenson

Gale G. Shelton
Steven H. Glamm
John M. Stoiber
Thomas L. Potter
Rayann Chandler Szychlinski
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Sarah J.S. Waldschmidt
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Jeremy R. Arn
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William T. Berens
Patrick J. Anderson
Alex Mueller
Owen Piotrowski
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Brittany S. Kachingwe
Elizabeth A. Longo
Katherine M. Halopka-Ivery
Benjamin Verhulst
Porchia S. Lewand
Kelly J. O'Neill
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Stephanie M. Chiarelli
Jennifer L. Pickett
Taylor L. Kraus
Jessica Bellows
Ian F. Vance-Curzan
Daniel G. Murphy
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Charles D. Kreger
Edward F. O'Brien
John Flynn
Christine M. Quinn
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Gilbert F. Urfer
Michael D. Phillips
Kathryn Ginsberg
Alicia H. Kort
Patrick W. O'Keefe
Kristyn R. Kuzniar

July 16, 2018

Kasey Deiss, Director
State Prosecutors Office
Post Office Box 7869
Madison, WI 53707-7869

Dear Mr. Deiss:

We are requesting that you take the steps necessary to seek legislative approval to recreate a position of Milwaukee County assistant district attorney to serve as the community prosecutor for the Milwaukee 4th police district.

On March 29, 2016, the common council of the city of Milwaukee made a grant award of $61,809, through the federal Community Development Block Grants (CDBG) program, to the Safe & Sound community organization to provide funding for a community prosecutor for the Milwaukee 4th police district.

The legislature's Joint Finance Committee authorized the creation of the new assistant district attorney position, effective July 24, 2016. The position was assigned to PR program code 00007, and Assistant District Attorney Dax Odom became the Milwaukee 4th police district community prosecutor on August 7, 2016.

The Joint Finance Committee authorized the new program 00007 community prosecutor position for the Milwaukee 4th police district until March 31, 2017. However, the 2017 city of Milwaukee CDBG budget provided a second round of funding of $61,809 for the project. Therefore, on March 29, 2017, the Joint Finance Committee extended the position authority for the Milwaukee 4th police district community prosecutor until February 7, 2018. Funding for the project ended on February 3, 2018, and the position was vacated as of that date.

On June 20, 2018, the common council of the city of Milwaukee made a third grant award of $70,000, from the CDBG program, to Milwaukee County through the district attorney's office, to fund a community prosecutor for the Milwaukee 4th police district. The funding of $70,000 may be used through December 31, 2019.

Assistant District Attorney Dax Odom, whose current annual compensation with fringe benefits is approximately $89,150, will be reassigned to the project when the Milwaukee 4th police district community prosecutor assistant district attorney position is recreated. Assuming the position is recreated on September 2, 2018, we estimate that

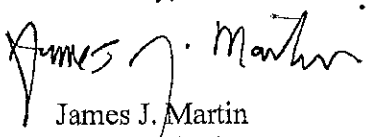
SAFETY BLDG., RM. 405, 821 W. STATE STREET, MILWAUKEE, WI 53233-1485
PHONE: 414-278-4646 FAX: 414-223-1955

the $70,000 CDBG grant award will provide approximately 40 weeks of funding, from September 2, 2018, to June 9, 2019. However, because we cannot predict when the legislature will recreate the position, we are requesting that you seek position authority for the Milwaukee 4th police district community prosecutor assistant district attorney position through July 28, 2019. As always, we will closely monitor grant expenses and vacate the PR position at no GPR cost to the state if the CDBG funding of $70,000 ends before July 28, 2019.

Enclosed are the CDBG grant award letter, dated July 10, 2018, from Steven L. Mahan, the director of the Milwaukee CDBG Administration Office; an e-mail, dated July 12, 2018, from the CDBG program officer regarding the time period of the award; a position description for the community prosecutor; and a 10-page description of the Milwaukee Community Prosecution Model.

Thank you for your consideration. If you need additional information, please contact me at 414-278-5369 or at James.Martin@da.wi.gov.

Sincerely,



James J. Martin
Deputy District Attorney

City of Milwaukee

Department of Administration
Community Development Grants Administration

Tom Barrett
Mayor
Sharon Robinson
Director of Administration
Steven L. Mahan
Community Block Grant Director

July 10, 2018

Mr. John Chisholm
District Attorney – Milwaukee County
820 W. State Street, Room 405
Milwaukee, WI 53233

Attention: Jeffrey Altenburg

RE: **Year 2018 Award of Federal Funds**
CDBG Funds

Dear Mr. Chisholm:

Recently the Community Development Grants Administration (CDGA) received notification from the U. S. Department of Housing & Urban Development (HUD) regarding an increase in CDBG funding for the 2018 program year. On June 20, 2018 the Common Council of the City of Milwaukee approved CDBG funding, to Milwaukee County for the benefit of Milwaukee District Attorney's Office, in the amount of $70,000 for the Community Prosecution Unit District #4.

Please complete the enclosed Budget Forecast, and Project Activity Report reflecting the award of CDBG funds. These documents can be accessed on the website at www.milwaukee.gov/cdbg. Documents are due to CDGA by **July 27, 2018.**

Thanks for your attention to this matter. Please feel free to contact your Program Officer Matthew Balistrieri at 286-2337 should you have any questions.

Sincerely,

Steven L. Mahan
Director

Enclosures
cc: Program Officer, CDGA

Martin, James J - DDA

To: Martin, James J - DDA
Subject: DA's Office CPU Award Letter
Attachments: DOC071118-07112018112140.pdf

-----Original Message-----
From: Balistrieri, Matthew [mailto:Matthew.Balistrieri@milwaukee.gov]
Sent: Thursday, July 12, 2018 9:14 AM
To: Altenburg, Jeffrey - DDA
Cc: Mahan, Steven; Higgins, Mario; Lofton, Monique
Subject: FW: DA's Office CPU Award Letter

Jeff,

Regarding your expenditure time-frame question for the DA's Office newly awarded 70K CPU grant (District #4), initially the award is put under contract until 12/31/18. However, because the grant was made mid-year from the City of Milwaukee's CDGA Office regular entitlement cycle the CPU grant will automatically be extended contractually until 12/31/19 with the submission of a Budget Amendment in 2019.

Any unspent grant dollars after 12/31/19 would require administrative review for an additional extension.

Let me know if you have any further question.

Matthew Balistrieri
City of Milwaukee
Community Development Grants Administration
200 East Wells Street
Room 606, City Hall
Milwaukee, WI 53202
PHONE: (414) 286-2337 / FAX: (414) 286-5003 mbalis@milwaukee.gov

-----Original Message-----
From: Balistrieri, Matthew
Sent: Wednesday, July 11, 2018 11:27 AM
To: Altenburg, Jeffrey - DDA
Cc: Mahan, Steven; Higgins, Mario; Lofton, Monique
Subject: DA's Office CPU Award Letter

Hello Jeff,

Please review the attached award letter. A hard copy will be mailed if it's ok.

Matthew Balistrieri

City of Milwaukee
Community Development Grants Administration
200 East Wells Street
Room 606, City Hall
Milwaukee, WI 53202
PHONE: (414) 286-2337 / FAX: (414) 286-5003 mbalis@milwaukee.gov

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OFFICE OF THE DISTRICT ATTORNEY

MILWAUKEE COUNTY
COMMUNITY PROSECUTION UNIT

JOHN T. CHISHOLM ♦ DISTRICT ATTORNEY

Chief Deputy Kent L. Lovern, Deputies James J. Martin, Patrick J. Kenney, Lovell Johnson, Jr., Jeffrey J. Altenburg

Community Prosecution Unit Assistant District Attorney- Position Description

Unit Description:

Community Prosecution is a pro-active crime fighting collaborative involving the District Attorney's Office, the Milwaukee Police Department, Department of Corrections, community-based organizations, and citizens in Milwaukee Police Districts. The program is designed to reduce crime, engage our citizens, and involve every resource to make our neighborhoods safer.

Position Summary:

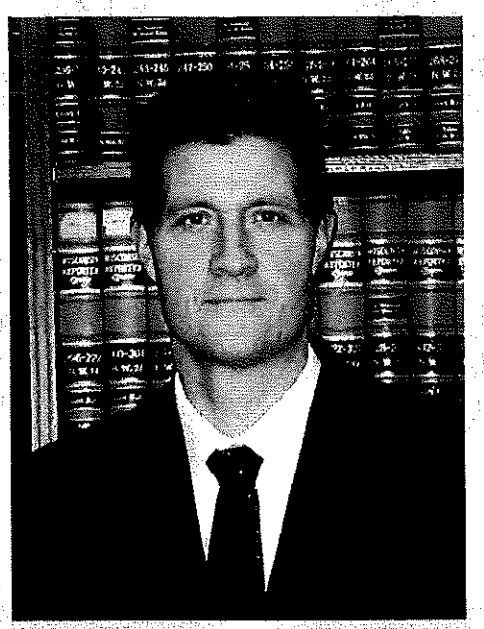
A Community Prosecutor ("Prosecutor") is assigned to work within a City of Milwaukee Police District. The Prosecutor is responsible for directly coordinating the law enforcement activities within that area.

Essential Duties and Responsibilities:

1. Assist the District Commander in the coordination and operation of Neighborhood Safety Team.
2. Review criminal cases at the police district stemming from the Neighborhood Safety Team
3. Conduct a risk assessment of low level, non-violent offenders to determine if they are appropriate for an alternative dispositions
4. Prepare/review search warrants/subpoenas at police district station.
5. Work with district partners to abate nuisances.
6. Provide resources, training, and information for district partners related to the criminal law and procedure
7. Facilitate communication and information sharing between the various partners and the District Attorney's Office
8. Facilitate "Incident Reviews" in District
9. Work with district community corrections agents on offender reentry
10. Have knowledge of and prosecute High Value Targets
11. Perform other duties as assigned

Milwaukee County District attorney's office

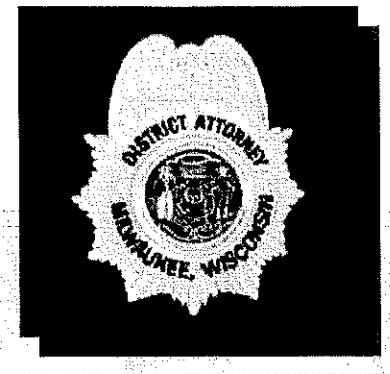
district attorney john T. chisholm



The Milwaukee Community Prosecution Model

a Vision of Smart, Efficient, and Effective Law

Enforcement



SOJOURNER family peace center

SAFE SOUND

The Community prosecution unit TEAM

I. Community Prosecutors. A community prosecutor is an assistant district attorney who works directly in Milwaukee's communities. Milwaukee's community prosecutors are housed in each of the seven Milwaukee police district stations. The community prosecution model is a shift away from a response-driven model to an innovative and proactive crime-prevention law enforcement model; the focus is on an increase in quality of life in Milwaukee neighborhoods. Milwaukee County District Attorney John T. Chisholm has embraced the idea that communities are the central institution for crime prevention, and the success or failure of prosecutors, police, schools, and families are dependent on that community foundation. In the legal context, Milwaukee's prosecutors are now being asked to use their legal knowledge in the field and at crime scenes with police officers, use their communication skills to reach out to community members, use their courtroom and trial skills to prosecute the City's most violent criminals, and use their creativity to fashion appropriate and impactful alternative prosecutions of lesser offenders. As community prosecutors, assistant district attorneys do the following.

A. **Create Crime Prevention Initiatives.** A significant part of a community prosecutor's time is spent addressing the crime and quality of life issues facing our neighborhoods. As prosecutors, we are most often thought of as trial attorneys. As community prosecutors, however, we are asked to become part of a Milwaukee community, learn that community's strengths and weaknesses, communicate daily with residents and neighborhood associations and the Milwaukee Police Department, and then formulate appropriate crime prevention strategies. In every corner of the city of Milwaukee we have created plans to prevent prostitution, litter, burglaries, robberies, and violent crimes.

B. **Prosecute Violent Offenders.** Community prosecutors are also tasked with targeting each police district's most violent offenders, charging those targets with crimes, and prosecuting the targets to fullest extent of the law. As prosecutors, we use search warrants, subpoenas, and criminal trials to convict violent offenders and remove them from communities.

C. **Increase the Quality and Efficiency of the Criminal Justice System.** Efficient criminal justice that protects the community to the greatest extent requires thoughtful decisions on how to best use our limited law enforcement and court resources. Community prosecutors work closely with the police department, the courts, the Department of Corrections, community based organizations, residents, the City, and the State to improve our criminal justice system by making it cost-effective, fair, evidence-based, and just for the community it serves.

D. **Engage Community Based Organizations.** One of the greatest difficulties facing the criminal justice system is the limited resources available to address the substantial amount of crime that is funneled through the courts. Community prosecutors work tirelessly to form relationships with community organizations that are able to fill in the gaps by providing resources for alcohol and drug abuse treatment, mental health treatment, drug testing, crime victim needs, after-school programming, veterans' needs, domestic violence victims counseling, and much more.

E. **Abate Nuisance Properties.** Neighborhoods that are plagued by nuisance properties understand that non-criminal nuisances can be one of the most significant problems that decrease a community's quality of life. Community prosecutors work with residents to identify a neighborhood's most-problematic properties, and then use the force of the District Attorney's Office to command a positive change from homeowners, landlords, and businesses.

F. **Target Criminal Prosecution.** Beyond our work prosecuting the City's most violent criminals, community prosecutors also work with the community and police to identify those people who are a constant detriment to a neighborhood's quality of life. Using the force the District Attorney's Office, we can criminally charge these targets or find alternatives to criminal charges that will appropriately abate the issue. In using either method, we are focused on community safety and improving the quality of life for each neighborhood.

G. **Provide Community Outreach and Information Sharing.** Perhaps the most important part of a community prosecutor's day is communicating with residents, businesses, associations, and community organizations. The information provided by the community is invaluable to appropriate and efficient law enforcement. The community engagement also serves the purpose of empowering neighborhoods to take control of their streets, parks, and schools. Communities are the central institution for crime prevention, and the success or failure of prosecutors, police, schools, and families are dependent on that community foundation. Communities working together with community prosecution partners is the single strongest force in the fight against crime.

H. **Provide Officer and Community Training Programs.** With our legal backgrounds, community prosecutors are able to train police officers on best practices for investigations, constitutional search and seizure issues, report writing, and community relations. Also, our education and experience allows for us to train community members on such topics as the workings of the criminal justice system, crime prevention through environmental design, and target hardening techniques.

I. **Connect Government Agencies to Community Groups.** A challenge facing our City is that the many resources that we have are often in silos – there is a lack of communication between many important entities and the community. Community prosecutors work to open lines of communication between governmental agencies and the neighborhoods that they serve.

J. **Work with Reentry Programs.** Incarceration may be an effective method of stopping crime, but the vast majority of individuals incarcerated return to the community. Community prosecutors work with community organizations, the Department of Corrections, and the Milwaukee Police Department to ensure individuals released from incarceration are closely monitored, held accountable for their actions, and have appropriate resources that make recidivism less likely.

K. **Improve Public Schools.** The Milwaukee County District Attorney's Office has a specific community prosecution unit dedicated to the improvement of Milwaukee's public schools. Prosecutors are stationed in public school buildings and work everyday with administrators, teachers, and students.

L. **Instruct on Criminal Law at Local Educational Institutions**. Education of the public regarding the community prosecution model, prosecutors, and our criminal justice system is essential to a functioning democracy. Our community members need to understand the workings of the criminal justice and that the system is for the people of this City. Community prosecutors participate in a number of educational programs at colleges and universities across the State.

M. **Participate in the Homicide and Shooting Review Commission**. Community prosecutors participate in a review and evaluation of every homicide and shooting that occurs in the City in an effort to prevent violence in the future.

N. **On-Call 24 Hours, 7 Days Per Week**. Crime never stops, therefore, our community prosecutors are asked to be on-call for law enforcement at all times. Whether its answering a legal question, reviewing a search warrant, or being called to a crime scene, our prosecutors are available for Milwaukee's police officers.

II. Community Prosecution Police Officers

A. Each Milwaukee police district has between 2-8 police officers focused on proactive community police work.

B. **Neighborhood Nuisance Unit**. Officers work with businesses, landlords, and homeowners to abate neighborhood nuisances.

C. **Neighborhood Response**. Officers provide immediate communication and response to community members' concerns.

D. **Community Liaison Officer**. Each district has 2-4 police officers specifically designated to community outreach and long-term neighborhood problem solving.

E. **District Crime Analyst**. These police officers focus on compiling and analyzing crime statistics and trends in each police district.

F. **Late Power Tavern Car**. This patrol is used to address the nuisance issues at local bars and restaurants.

G. **Beat Officers**. Visible officer presence and a relationship with a neighborhood residents is essential to crime prevention strategies.

H. **Anti-Gang Units**. Community prosecution officers work in tandem with specialized police forces focused on gang activity and violence reduction.

I. **Knock and Talks**. Community prosecution officers walk in crime-challenged and investigate crime and drug houses.

O. **Violent Criminal Target List**. Working with the community prosecutors, community prosecution officers analyze crime data and create the target list of a community's most dangerous criminals. These officers then aid other police officers in the arrest and detention of these targets.

P. **Community Outreach and Information Sharing**. Perhaps the most important part of a community police officer's day is communicating with residents, businesses, associations, and community organizations. The information provided by the community is invaluable to appropriate and efficient law enforcement. Communities working together with community prosecution partners is the single strongest force in the fight against crime.

Q. **On-Call 24 Hours, 7 Days Per Week**. Just like our community prosecutors, our Milwaukee Police Officers are asked to be on-call at all times to serve our communities.

III. Community Prosecution Department of Corrections Agents

A. Combination of high risk and traditional caseloads, reflecting the priorities maintained at the police districts.

B. Full-time coverage at police districts, focused on police district's most violent offenders.

C. Facilitate information sharing between community, law enforcement, and the Department of Corrections.

D. Proactive investigation/supervision.

IV. Community Prosecution Department of Neighborhood Services Agents

- **A.** New Special Enforcement Division focused in specific neighborhoods.
- **B.** Thirteen special enforcement inspectors throughout the City.
- **C.** Assigned to geographic territories aligned with police districts.
- **D.** Charged with addressing quality of life issues in each neighborhood
- **E.** Special inspectors to address complex property placed problems.

V. Community Prosecution Coordinators

- **A.** Coordinate the Neighborhood Safety Team.
- **B.** Coordinate strategic planning.
- **C.** Act as the information repository for the Neighborhood Safety Team.
- **D.** Community contact and information source.
- **E.** Ensures that the Neighborhood Safety Team is acting strategically and assures follow-up is completed.
- **F.** Maintain records for reporting and evaluation.
- **G.** Community outreach.

VII. Community City Attorneys

- **A.** Three city attorneys assigned to the City.
- **B.** Provide circuit court litigation regarding drug/gang houses, public nuisance actions, condemnation cases.
- **C.** Manage licensing committee and administrative board litigation.
- **D.** Address property owners, landlords, business owners, commercial licensees and other third party stakeholders to respond to public safety threats.
- **E.** Prosecute municipal court citations relative to neighborhood quality of life issues.

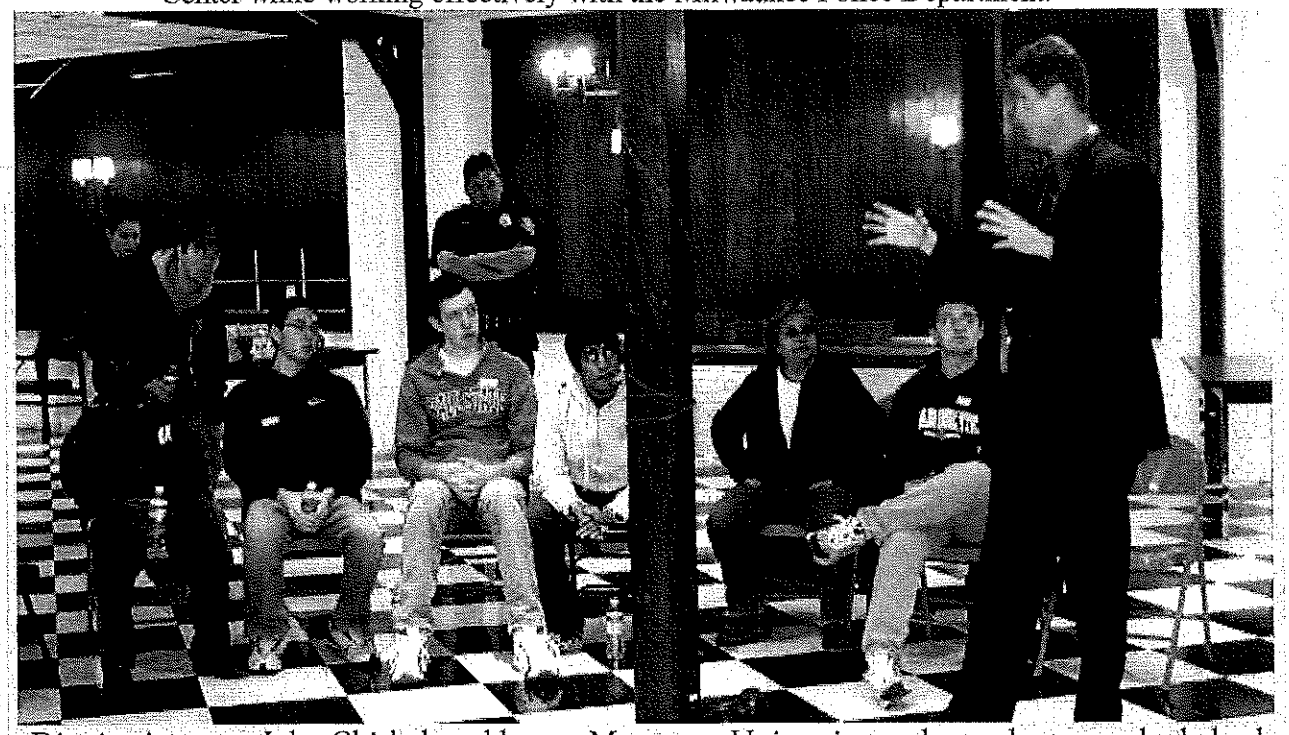
VIII. Community-Based Organizations and Safe & Sound Community Partners

- **A.** Partnerships vary by geographic area.
- **B.** Provide vital information to and from the residents.
- **C.** Provide a myriad of community services.
- **D.** Employ organizers to help interact with the neighborhoods.

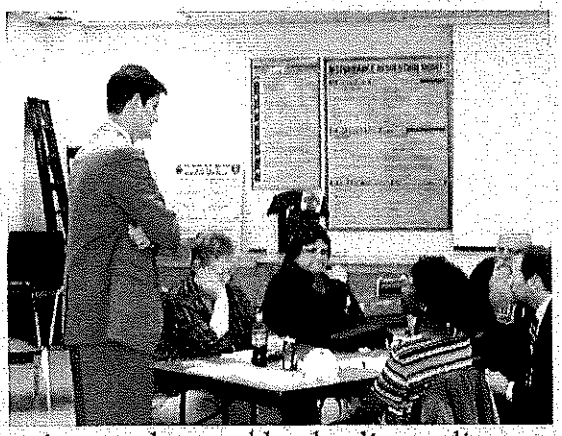
IX. Community Prosecution Domestic Violence Advocate – Sojourner Family Peace Center

- **A.** Receive referrals from the district police officers when they respond to domestic violence-related incidents.
- **B.** Receive referrals from agencies and organizations regarding domestic violence-related incidents.
- **C.** Upon receipt of all referrals, attempt to contact each victim (crisis intervention, support/advocacy services, referral and resource information, court support, etc.).
- **D.** Liaison for victims of domestic violence with the criminal and civil justice systems - Work closely with the officers and supervisory staff within police districts regarding various victims/offenders that are in need of additional police resources and assistance, assistance legally (within both the criminal and civil system.
- **E.** Liaison for victims of domestic violence with additional community agencies.
- **F.** Utilize the assistance of the Community Prosecution Unit within the district when necessary for a client.
- **G.** Provide information, resources, and education to the community and to advocacy staff regarding police response to domestic violence.
- **H.** Assist the officers with any questions/concerns that they may encounter regarding domestic violence situations.
- **I.** Provide on-site support to clients that come into the district.

J. Ensure that the Community Domestic Abuse Advocacy Program staff within police districts 2, 3, 4, 5, and 6 are maintaining the goals, objectives and mission of Sojourner Family Peace Center while working effectively with the Milwaukee Police Department.



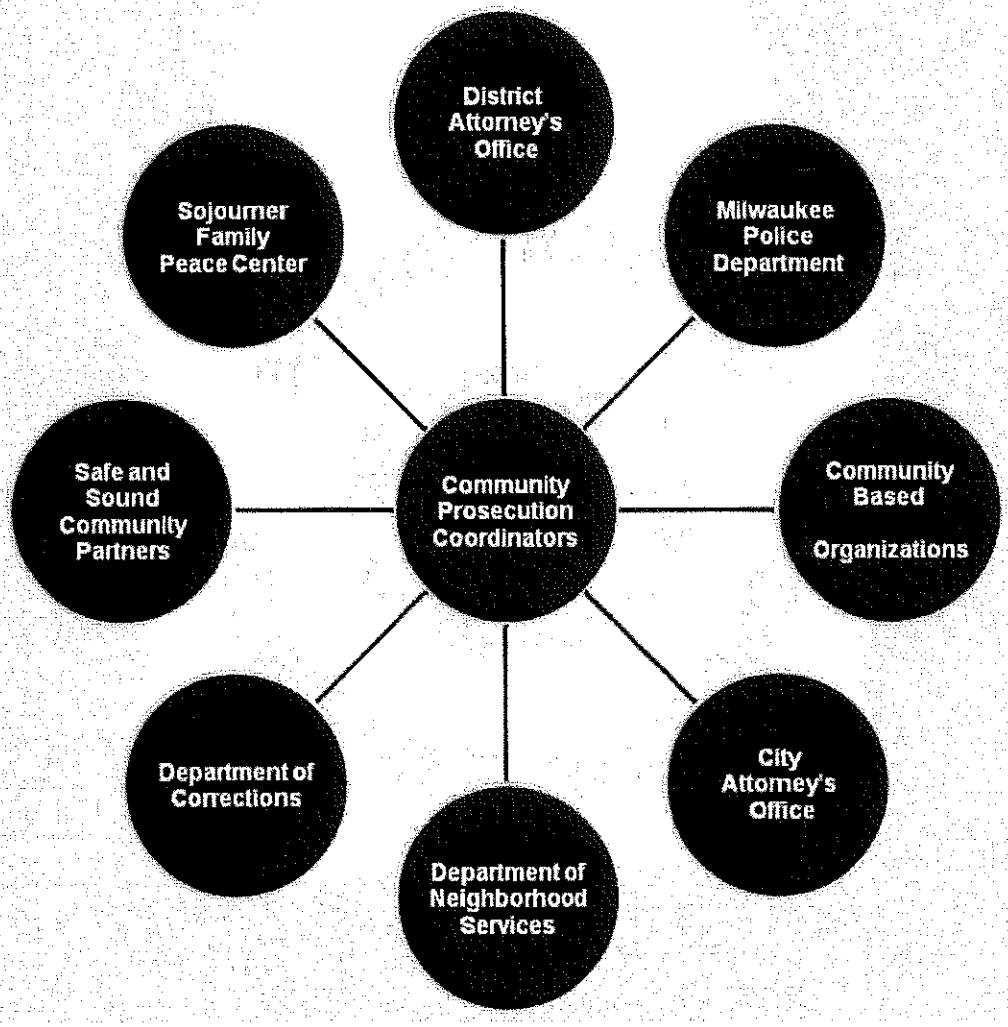
District Attorney John Chisholm addresses Marquette University student volunteers who helped improve the vacant home problem in Milwaukee.

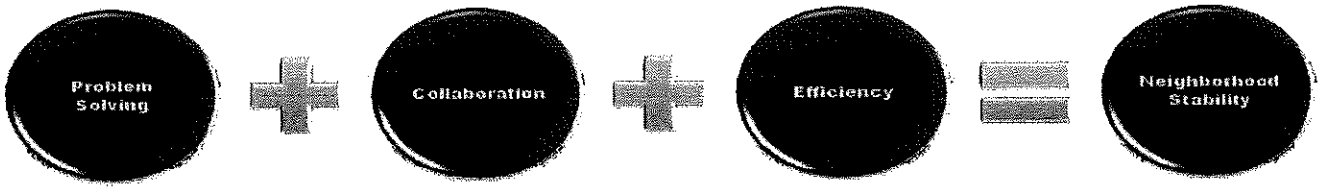


District Attorney John Chisholm often meets with community members and local police to discuss community-driven crime prevention techniques.

COMMUNITY PROSECUTION STRUCTURE

The Neighborhood Safety Team





NEIGHBORHOOD HOT SPOTS

TOGETHER WE CAN MAKE OUR COMMUNITIES A BETTER AND SAFER PLACE TO LIVE
HOT SPOT FORMS HELP THE DISTRICT ATTORNEY AND COMMUNITY PROSECUTION UNIT IDENTIFY PROBLEMS IN YOUR COMMUNITY

I have witnessed (check all that apply):

CRIMINAL	CIVIL	ENVIRONMENTAL
☐ Domestic Violence	☐ Loitering	☐ Garbage/Junk
☐ Drug Activity (sales/use)	☐ Loud Music/Dogs Barking	☐ Broken Windows
☐ Gang Graffiti	☐ Public Drinking	☐ Abandoned Auto
☐ Prostitution	☐ Property Damage	☐ Overgrown Grass/Weeds
☐ Guns/Shootings	☐ Gang Activity	☐ Loose Animals
☐ Fights	☐ Entry/Thefts	☐ Overcrowding
		☐ Traffic/In & Out

Today's Date _____

Problem Address/ specific location: _____

Apartment number: _____ ☐ Upper ☐ Lower ☐ Front ☐ Back

Describe in detail the nuisance or criminal activity: _____

_____

How long has the activity been observed: _____ **Date last observed:** _____

Most active hours: ☐ Nighttime ☐ Daytime ☐ Weekends ☐ Parties ☐ Other _____

If drug related, selling is done at: ☐ Door Front/ Side/ Back ☐ Window Front/ Side/ Back ☐ Street ☐ Alley

At the problem property, are there: ☐ Guns/weapons ☐ Dogs ☐ Children ☐ Elderly ☐ Other _____

_____

Who is coming to location: ☐ Males ☐ White ☐ Black ☐ Hispanic ☐ Other

Ages _____

☐ Females ☐ White ☐ Black ☐ Hispanic ☐ Other

Ages _____

Suspects' names/nicknames: _____

☐ Male ☐ Female ☐ White ☐ Black ☐ Hispanic ☐ Other Ages: _____ Height: _____

Weight: _____ Hair Color: _____ Gang Member: ☐ No ☐ Yes What Gang: _____

Vehicle: Model: _____ Year: _____ Color: _____

License Plate: _____

Additional Information/ Concerns:

_____

If you choose, please provide the following information so that we can contact you if we have questions or updates. Your contact information will not be released without prior consultation. Thank you for your willingness to help.

Your name:_____ **Telephone:**_____
Address:_____

Send To: Milwaukee County District Attorney's Office, 821 W. State Street, Milwaukee, WI 53233

COMMUNITY IMPACT STATEMENT
Milwaukee County District Attorney's Office
Community Prosecution Unit
821 W. State Street, Milwaukee, WI 53233

State of Wisconsin vs. _____ Case #_____

Sentencing Date: _____

Offense Address: _____

A COMMUNITY IMPACT STATEMENT is presented at sentencing and is your opportunity to discuss the effects that this crime has had on you. This Community Impact Statement will be shared with the judge, the District Attorney's Office, and the defendant and his/her attorney. The following questions are a guide to help you prepare your statement.

Due to the recent illegal activity in your neighborhood, have you, your family, or your neighbors been assaulted or hurt? Has anyone been robbed, mugged or shot?

_____
_____
_____
_____
_____

How has your neighborhood changed due to this recent activity? Has your safety been affected? How is the neighborhood different?

_____
_____
_____
_____
_____

Has this activity in your neighborhood caused financial loss? Has anything been stolen from your home, apartment or business? Has an act of vandalism, such as damaged property or graffiti, taken place?_____

_____
_____
_____
_____

If the defendant is found guilty or pleads guilty, do you have an opinion as to the conditions of his/her sentence such as restitution; a No Contact Order; length of incarceration, probation, counseling, community service, etc.?

_____

_____

_____

_____

_____

Feel free to use additional space if necessary. Please return this form as soon as possible to the address above.